



## **MyFBO.com Curriculum Training Record Tutorial for AirShares Elite CFIs**

Welcome to the 21<sup>st</sup> century AirShares Elite training record system, designed to eliminate unwieldy paper-work, save time (and trees), and allow for much better communication of an Owner's training progress among the AirShares instructor group.

### **It depends on you...**

However, the success of this program depends on the instructors themselves to compose constructive remarks, grade the lessons accurately, and follow the syllabus as closely as possible.

If you have any questions, please contact your regional chief pilot.

Thank you,

Richard Bertoli  
*Chief Pilot*

## Getting Started

Begin by selecting the owner file you wish to update. AirShares staff should have already enrolled the owner into the curriculum tracking system.

**AirShares Elite Mid-Atlantic**  
 AirShares Elite Mid-Atlantic  
 For: TBN, Instructor at HPN  
**In Focus:** Wed 11/16/05 TBN, Instructor Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post  
 Personal Staff Sched Rpts Tools Maint Company Support  
 Click to Select Owner

After clicking once on the owner's name in the table, look over to the right of the top blue screen to **Cur** (Curriculum) and click on it.

**AirShares Elite Mid-Atlantic**  
 AirShares Elite Mid-Atlantic  
 For: TBN, Instructor at HPN  
**In Focus:** Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post  
 Personal Staff Sched Rpts Tools Maint Company Support  
 View Curricula

**Select Owner**

Click in row to select [Include less active Owners](#) [Include Prospects](#)

Owner Name	Type	Organization	Pre'd Airport	City	Stdnt	OK to Solo	Flight Review	Last Flight	Last Staff	Pop Up
Stegeman, Daniel	Staff	Air Shares Elite	N99	Telford			~	11/15/05		<a href="#">profile</a>
Stenzler, Michael	default		HPN	East Norwalk			04/16/05	11/10/05		<a href="#">profile</a>
Stern, Peter	default		CDW	New York			~	11/10/05	Herskowitz	<a href="#">profile</a>
Stern, Robert	default		FRG	Hauppauge			06/20/05	11/13/05		<a href="#">profile</a>
Support, MyFBO.com	Mgmt	MyFBO.com	HPN	(fictionous)						
Sutin, Alan	default	N733RR, Inc	HPN	Mamaroneck			04/01/04	11/13/05		<a href="#">profile</a>

Under the View section of the table, click on **Records**.

**AirShares Elite Mid-Atlantic**  
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**In Focus:** Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post  
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**Curriculum Selection for Stern, Peter**

Curriculum	Syll	Course	Enrolled	Completed	Remarks	View
Transition Training	ASE	TiTr	11/07/05	~		Times <a href="#">Records</a> Progress <a href="#">0</a>

**Add New / Revise Curriculum for Stern, Peter**

Select Curriculum:  Enrollment Date:

- 
- 
- 
- 
- 
- 

[E-mail](#) to Stern, Peter

## Adding a Training Record

Click on **Add a Training Record**.

**AirShares Elite Mid-Atlantic**  
 AirShares Elite Mid-Atlantic  
 For: TBN, Instructor at HPN

Resrv View PreD Disp +Cost PrVF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

**Training Records for: Stern, Peter**

Curriculum: **Transition Training**    Enrolled: 11/07/05    Completed: ~    [\(sort by lesson\)](#)

Date	Stage	Lesson	Lesson Name	Score	Complete	Staff	Rnk	Ticket	Edit	i
10/18/05	1	1	First Flight - Introduction to the Cirrus	3	Yes	Herskovitz	●	n/a	View	0
10/21/05	1	2	Familiarization with SR22 Handling Qualities	3	Yes	Herskovitz	●	n/a	View	0
10/27/05	1	4	Aircraft Handling Review and Emergency Scenarios	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	8	Cross Country Flight #1	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	5	Night Operations	3	Yes	Herskovitz	●	n/a	View	0

Add a Training Record    View Training Progress    View Curriculum Flight Times    View Lesson / Sub-Activity Matrix  
View Reservations    View Previous Flights    View Curricula    View Time-In-Type    View Cancellations

When adding a record, you can select a previous flight to associate with the record or you can select **No Associated Ticket** (you would choose this for ground instruction sessions without flight). Even if the flight has not been checked in, which usually takes 24-48 hours from the time the flight detail sheet was faxed, you may still enter a complete training record. *Please be sure the date is correct.* AirShares staff will then associate the record with the flight when it's checked in later. At that point, the actual flight time will be recorded and associated with the lesson.

If more than one syllabus lesson is covered in a flight, only associate the flight with one lesson and select No Associated Ticket for the others.

**AirShares Elite Mid-Atlantic**  
 AirShares Elite Mid-Atlantic  
 For: TBN, Instructor at HPN

Resrv View PreD Disp +Cost PrVF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

**Create Training Record for: Stern, Peter**

Curriculum: **Transition Training**    Enrolled: 11/07/05    Completed: ~

Click to associate a dispatch ticket [\(show more dates\)](#)

Select	Ticket	Date	Aircraft	Staff	Ticket Status
<input type="radio"/>	10784	11/07/05 04:00P	SR22 N6013U	Herskovitz	Complete
<input type="radio"/>	No associated ticket				

Training Record Data

Date:     Time:  (24 hour clock)

Instructor:

Stage:

Lesson:

View Reservations    View Previous Flights    View Curricula    View Time-In-Type    View Cancellations

After selecting the date of the instruction and yourself as the instructor, select the appropriate lesson from the drop down menu. It does not matter in which order the lessons are added to the system, nor is it necessary to wait until a lesson is complete.

## AirShares Elite Mid-Atlantic

### AirShares Elite Mid-Atlantic

For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur

Personal Staff Sched Rpts Tools Maint Company Support

### Create Training Record for: Stern, Peter

**Curriculum: Transition Training**    Enrolled: 11/07/05    Completed: ~

Click to associate a dispatch ticket [\(show more dates\)](#)

Select	Ticket	Date	Aircraft	Staff	Ticket Status
<input type="radio"/>	10784	11/07/05 04:00P	SR22 N6013U	Herskovitz	Complete
<input type="radio"/>	No associated ticket				

Training Record Data

Date:     Time:  (24 hour clock)

Instructor:

Stage:

Lesson:

1 - First Flight - Introduction to the Cirrus

2 - Familiarization with SR22 Handling Qualities

3 - Aircraft Systems and Emergency Scenarios (Ground)

4 - Aircraft Handling Review and Emergency Scenarios

5 - Night Operations

6 - Garmin GNS 430 GPS Use (Ground)

7 - Performance and Avionics Systems (Ground)

8 - Cross Country Flight #1

9 - Cross Country Flight #2

10 - Final Evaluation Flight

11 - Flight Review \$61.56(a)

12 - Instrument Proficiency Check \$61.57(d)

11/25/05    [Email AirShares Elite Mid](#)

After clicking on **Create Training Record**, you should see the screen shown below where you can enter pre-flight discussion time or “ground.” The type of grading system in use may be different from what’s pictured here.

## AirShares Elite Mid-Atlantic

AirShares Elite Mid-Atlantic  
For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF C

Personal
Staff
Sched Rpts
Tools
Maint
Company
Support

### Create Training Record for: Stern, Peter

Curriculum: **Transition Training**

Stage: 1 - **Ground and Flight Lessons**      Grading: 1 thru 5

Lesson: 8 - **Cross Country Flight #1**

Instructor: Bertoli

Date / Time: 11/16/05 11:04A

Preflight:  (discussion time, h.dd or hh:mm)

Sub-Activity	Status	Score
<b>Preflight Action</b>		
Weather Information	Include	<input type="text"/>
Cross Country Flight Planning	Manage / Decide	<input type="text"/>
Flight Briefing	Include	<input type="text"/>
Pre-takeoff Automation Setup	Manage / Decide	<input type="text"/>
<b>Takeoff and Climb</b>		
Climb/Cruise Checklist	Manage / Decide	<input type="text"/>
Autopilot use on departure	Manage / Decide	<input type="text"/>
<b>Cruise and Descent</b>		
Power Settings and Engine Leaning	Manage / Decide	<input type="text"/>
Descent and Approach Planning	Manage / Decide	<input type="text"/>
Automation use in Cruise and Descent	Manage / Decide	<input type="text"/>
<b>Flight Maneuvers</b>		
<b>Approach and Landing</b>		
<b>After Landing, Parking, Securing Aircraft</b>		
<b>Instrument Flight</b>		
Airway & Off-Airway Holds and PTs	Perform	<input type="text"/>
GPS Approaches (coupled and uncoupled)	Perform	<input type="text"/>

After completing the grading scale, you must enter pertinent text in the **Training Remarks** box. These remarks will be viewable by owners and staff, so language should be clear and professional. Other instructors scheduled to fly with this individual will benefit greatly from helpful remarks left by previous CFIs.

Below that, you can check the appropriate dot if this lesson has been completed or not. A pop-up window displaying **Lesson Completion Standards** is available by clicking on the so-named link.

Click **Enter Training Record** to finalize your entry. The records may be edited at any time.

**AirShares Elite Mid-Atlantic**

AirShares Elite Mid-Atlantic  
For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal	Staff	Sched Rpts	Tools	Maint	Company	Support
GPS Approaches (coupled and uncoupled)	Perform					
VOR/LOC Approaches (coupled and uncoupled)	Perform					
ILS Approaches (coupled and uncoupled)	Perform	2				
DME Arcs/Transition Procedures	Perform					
Missed Approach Procedures	Perform	2				
Instrument Takeoff and Departure	Perform	2				
<b>Emergency Procedures</b>						
<b>System Malfunctions</b>						
<b>General</b>						
SRM and ADM	Manage / Decide	4				
Automation Management	Manage / Decide	3				
GNS430 Use	Manage / Decide	2				
Post Flight Review	Include					
<b>Overall Score</b>						

Training Remarks: (required) IFR x-c to Groton, CT ILS 5, x-wind landing. Auto-pilot coupled approach. Simulated ALT 1 failure. Needs to work on prioritization with cockpit tasks (SRM), but demonstrated proficiency with avionics.

Lesson Complete:  Yes  No [pop-up lesson completion standards](#)

Go To: [Training Records](#) [View Curricula](#)

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## Reviewing Remarks

The remarks associated with a training record can be easily viewed from the training records table by “mousing” over the colored dot, as depicted below.

**AirShares Elite Mid-Atlantic**  
 AirShares Elite Mid-Atlantic  
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 TBN, Instructor Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

**Training Records for: Stern, Peter**

Curriculum: Transition Training Enrolled: 11/07/05 Completed: ~ (sort by lesson)

Date	Stage	Lesson	Lesson Name	Score	Complete	Staff	Rnk	Ticket	Edit	i
10/18/05	1	1	First Flight - Introduction to the Cirrus	3	Yes	Herskovitz	●	n/a	View	0
10/21/05	1	2	Familiarization with SR22 Handling Qualities	3	Yes	Herskovitz	●	n/a	View	0
10/27/05	1	4	Aircraft Handling Review and Emergency Scenarios	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	8	Cross Country Flight #1	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	5	Night Operations	3	Yes	Herskovitz	●	n/a	View	0

Peter now is proficient in handling of the aircraft especially in moderate turbulent conditions. He uses excellent decision making with regards to safety as well as efficiency utilizing almost all systems available to him in the aircraft.

Add a Training Record View Training Progress View Curriculum Flight Times View Lesson / Sub-Activity Matrix  
 View Reservations View Previous Flights View Curricula View Time-In-Type View Cancellations

## Reviewing Curriculum Syllabus

Any curriculum may be viewed in its entirety by clicking the **Tools** tab...

**AirShares Elite Mid-Atlantic Online - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: http://s10.myfbo.com/c/welcome\_login.asp?fbo=aenl

Links: CIRRUS Authorized Service Center Home SR22 Maintenance Manual SR20 Maintenance Manual ftp.airshareselite.com

**AirShares Elite Mid-Atlantic**  
 AirShares Elite Mid-Atlantic  
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 TBN, Instructor Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

**Tools**

**Calculators**

Time and Distance Calculator

Weight and Balance Calculator for: ----- Select Aircraft ----- Go

Conversion Calculators

Sunrise / Sunset Calculator at HPN 11/16/05 Go

Density Altitude Calculator

**Curriculum Descriptions**

For: ----- Select Curriculum ----- Go

**Lookups**

Airport Information By airport identifier: [ ] Go By city or airport name: [ ] Go

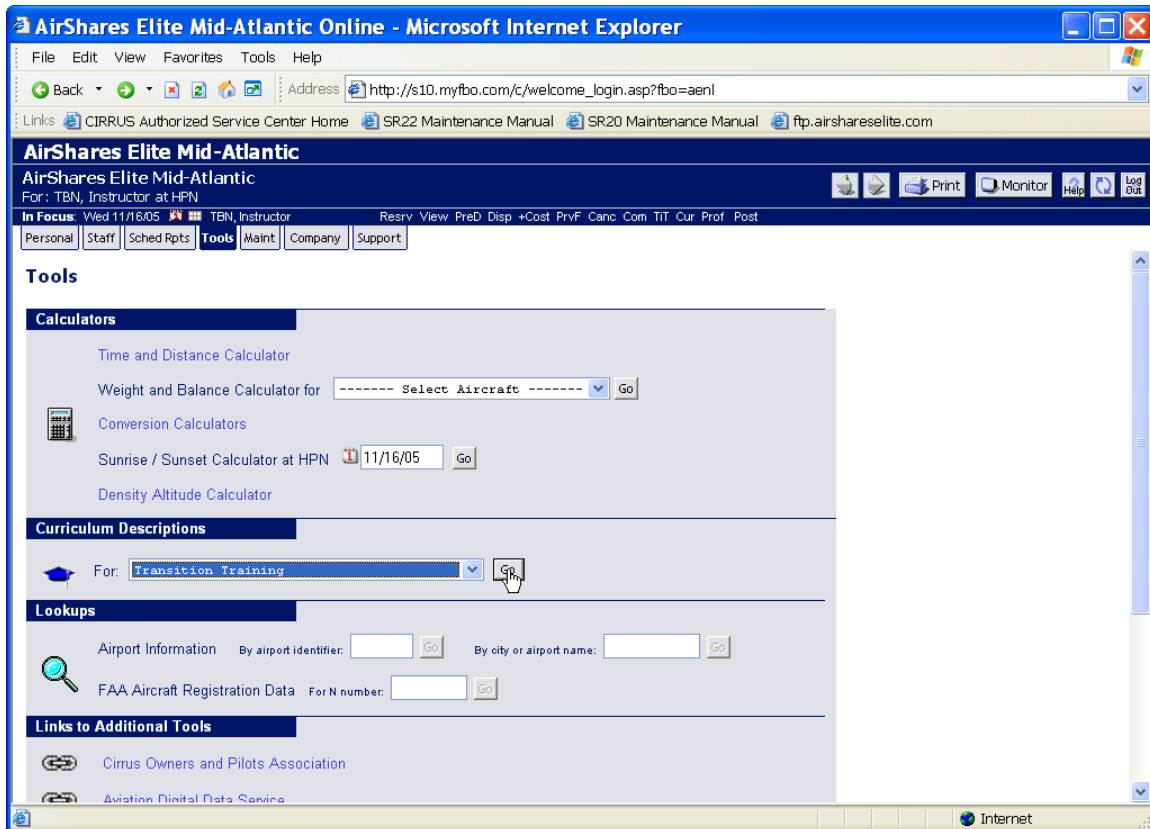
FAA Aircraft Registration Data For N number: [ ] Go

**Links to Additional Tools**

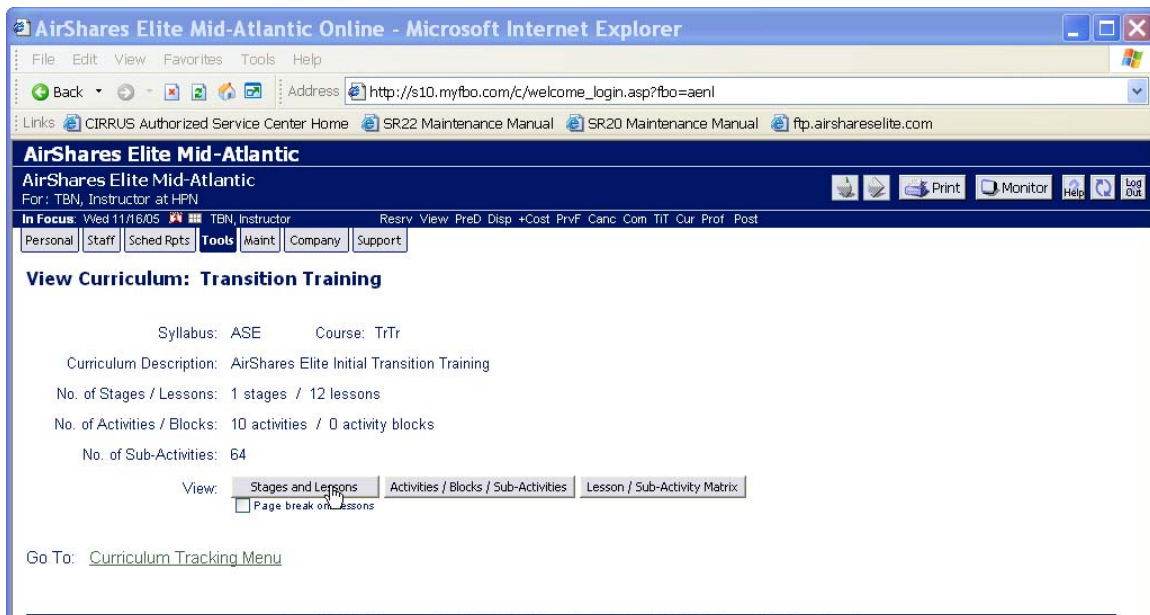
Cirrus Owners and Pilots Association

Aviation Digital Data Service

Then selecting the curriculum you wish to view from the **Curriculum Description** drop down menu...



From the following screen you may select one of three options...



The **Stages and Lessons** selection will display the syllabus text.

**AirShares Elite Mid-Atlantic Online - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [http://s10.myfbo.com/c/welcome\\_login.asp?fbo=aenl](http://s10.myfbo.com/c/welcome_login.asp?fbo=aenl)

Links [CIRRUS Authorized Service Center Home](#) [SR22 Maintenance Manual](#) [SR20 Maintenance Manual](#) [ftp.airshareselite.com](#)

**AirShares Elite Mid-Atlantic**

AirShares Elite Mid-Atlantic  
For: TBN, Instructor at HPN

In Focus: Sun 11/27/05 Mollica, Tony Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts **Tools** Maint Company Support

**View Stages and Lessons: Transition Training**

Syllabus: ASE Course: TrTr

Curriculum Description: AirShares Elite Initial Transition Training

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Stage / Stage Name: 1 / **Ground and Flight Lessons**

Stage Description: Cirrus Transition Training

Stage Completion: Meets or exceeds FAA Private Pilot PTS Standards on checkride administered by regional chief pilot.

Standards:

Grading System: 1 thru 5

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Lesson Name: First Flight - Introduction to the Cirrus

Lesson Description: This is often the first flight for a pilot in the Cirrus SR22. The instructor will do most of the work below 1000 AGL as demonstration. The pilot will fly the aircraft above 1000 AGL and interact with the aircraft systems while enjoying an actual cross country flight. The pilot will become familiar with the airplane enough to make POH study meaningful.

Equipment: Aircraft Dual

Equipment Hours: 2.00 Instructor Hours: 3.00

Lesson Objectives:

- Understand and experience the Cirrus SR22 operating envelope
- Hand fly portions of climb, enroute and descent
- Observe autopilot functionality and set huns

Done Internet

**-The End-**

## Appendix

The FITS style desired outcomes are described here in detail:

**Desired Pilot Training (PT) Scenario Outcomes<sup>1</sup>** – The object of scenario-based training is to strengthen the thought processes, habits, and behaviors of the PT during the planning and execution of the scenario. Since the training is learner centered, the success of the training is measured in the following desired outcomes:

### Maneuver Grades (Tasks)

- **Explain** – At the completion of the scenario, the PT will be able to describe the scenario activity and understand the underlying concepts, principles, and procedures that comprise the activity.
- **Practice** – At the completion of the scenario, the PT will be able to practice the scenario activity with input from the CFI. The PT with coaching and/or assistance from the CFI will quickly correct deviations and errors identified by the CFI.
- **Perform** – At the completion of the scenario, the PT will be able to perform the activity without assistance from the CFI. Errors and deviations will be identified and corrected by the PT in an expeditious manner. At no time will the successful completion of the activity be in doubt. “Perform” will be used to signify that the PT is satisfactorily demonstrating proficiency in traditional piloting and systems operation skills.

### Single Pilot Resource Management (SRM) Grades

- **Explain** – The PT can verbally identify, describe, and understand the risks inherent in the flight scenario. The PT will need to be prompted to identify risks and make decisions.
- **Practice** –the PT is able to identify, understand, and apply SRM principles to the actual flight situation. Coaching, instruction, and/or assistance from the CFI will quickly correct deviations and errors identified by the CFI. The PT will be an active decision maker.
- **Manage/Decide** – At the completion of the scenario, the PT will be able to correctly gather the most important data available both within and outside the cockpit, identify possible courses of action, evaluate the risk inherent in each course of action and make the appropriate decision. “Manage/Decide” will be used to signify that the PT is satisfactorily demonstrating acceptable SRM skills.

<sup>1</sup>UND Cirrus Transition Training Syllabus, 2005